

# Community Cultural Center

50 Chapman Place  
East Hartford, CT 06108

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The East Hartford Community Cultural Center has rooms available for rental including an Auditorium and large and small group meeting rooms.

*Must be booked at least two weeks in advance of your event.*



East Hartford  
**Parks & Recreation**

Call Parks & Recreation & book your event today at (860)291-7160

50 Chapman Place, East Hartford, CT 06108

[www.easthartfordct.gov](http://www.easthartfordct.gov)

# COMMUNITY CULTURAL CENTER FEE SCHEDULE

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- *All rentals are based on up to 4 hours usage.*
- *Resident fees apply Monday through Thursday before 8:30 AM and after 4:30 PM and Fridays before 8:30 AM and after 1:00 PM*

## Center Use

Facilities may be reserved at the Parks & Recreation Department per the following schedule:

Monday through Thursday: 9:00 AM—10:00 PM  
Friday & Saturday: 9:00 AM—11:00 PM  
Sundays: 12:00 Noon—10:00 PM

## Fee Collection

- There will be no charge for the use of meeting rooms 3, 11, 12, 101, 103, 104 and 107 during Parks & recreation Office hours during the normal business week for residents.
- Refunds will be processed within 30 days of the event.
- The full security deposit and rental fees must be received upon application. Make checks payable to "Town of East Hartford".
- Failure to comply with building use policies, or failure to exercise reasonable care in the use of the facility will result in the forfeiture of security deposit and the disapproval of further applications by the applicant.

## Security Deposit

Must be received at the time of rental payment for the event. Please be aware that this deposit is completely separate from the payment of the facility rental and is fully refundable to the primary contract signer only, assuming the facility is left in satisfactory condition and all policies have been met.

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### **Community Meeting Rooms: 3, 11, 12, 101, 103, 104, 107**

Additional refundable Deposit Fee: \$100

Resident: \$60 Additional hours \$15 per hour

Non-Resident: \$80 Additional hours \$20 per hour

Business/Profit \$225 Additional hours \$57 per hour

Making Group

***If you do not have insurance, an additional REFUNDABLE deposit of \$150.00 is due at the time of booking.***



### **Auditorium**

Additional refundable Deposit Fee: \$300

Resident: \$200 Additional hours \$50 per hour

Non-Resident: \$300 Additional hours \$75 per hour

Business/Profit \$450 Additional hours \$113 per hour

Making Group

***If you do not have insurance, an additional \$125.00 NON-REFUNDABLE fee is due at the time of booking.***



# COMMUNITY CULTURAL CENTER RULES & REGULATIONS

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The East Hartford Community Cultural Center will operate under the following policies in an effort to offer a variety of leisure centered community activities. As used herein, the term "facility" shall mean the room(s) or portion of the East Hartford Community Cultural Center reserved and utilized by the applicant. Parks & Recreation Department Hours of Operation: Monday through Thursday, 8:30 AM—4:30 PM, Thursdays, 8:30 AM—7:30 PM, Fridays, 8:30 AM—12:30 PM.

## **Reservation Policies:**

1. Town-sponsored programs receive first priority at all times. Should a Town-sponsored program require use of a reserved facility, every effort will be made to find you a suitable replacement facility. Should the Town be unable to do so, however, the Town reserves the right to cancel your reservation.
2. Evidence of Liability Insurance (if required)
3. Except as set forth in below, reservations will be accepted up to one year in advance.
4. Requests for monthly reservations will be honored up to a year at a time. You may renew your reservation on the final month of your original application.
5. Groups meeting more than once per month may only make reservations on a quarterly basis. Facilities may be reserved during the final month of the current reservation.
6. Groups and businesses requesting facility use must make reservations at least two weeks in advance of event date.
7. All reservations will be dealt with on a "first come, first served" basis based on date of receipt.
8. Reservations will be confirmed upon approval of the application.
9. Groups requesting facilities on a weekly basis may have use of the facility no more than once each week.

## **Building Use Policies**

1. Groups are responsible for facility set up and rearranging the facility to its original condition. Set up and rearrangement of the facility must be accomplished within the time covered by the reservation.
2. Community Cultural Center will be closed to public use on all Town recognized holidays.
3. The Town of East Hartford will not be held responsible for any lost, damaged or stolen property brought into the Community Cultural Center.
4. There is no overnight parking allowed (except for full-time residents of the Community Cultural Center).
5. Smoking is strictly prohibited in the facility, the Community Cultural Center, the surrounding grounds and parking areas.
6. East Hartford businesses may reserve facilities for social/cultural events only.
7. Applicant for activity must be in attendance at the event throughout its duration.
8. You are expected to keep the facility free of litter and to use the receptacles provided for trash disposal.
9. Should damages occur during facility use, a written report must be filed with the Parks & Recreation Department by the person identified on the application within 24 hours.
10. Any damage or misuse of the facility will result in the automatic forfeiture of the security deposit. Should the cost of repair exceed the security deposit the person named on the application will be billed for the difference. If a deposit is not made, part of the reservation, applicant will be billed for all damages incurred.
11. No helium balloons may be used in the gymnasium.
12. All groups using the facility must be considerate of the building's tenants. There shall be no running in the hallways or loud disturbances. Children must be monitored at all times. NO LOUD MUSIC IS PERMITTED. Music heard outside the rented room will be considered too loud.
13. Food and beverages will be allowed in meeting rooms. However, no alcoholic beverages are allowed without the express consent of the Town of East Hartford.
14. No food or beverages will be allowed in the hall, hallways, lobby, restrooms or other common areas frequented by the public.
15. All local police, fire and other municipal ordinances and regulations governing use of facilities, as adopted by the Town Council, are hereby made part of these conditions.
16. Use of glitter and/or confetti within this facility is not allowed under any circumstances.
17. Use of Bounce Houses are prohibited.
18. Renters/Groups must remain within the room they have rented. They must not use hallways or other areas of the facility.
19. The Town of East Hartford reserves the right to cancel all scheduled events due to inclement weather or other emergencies.
20. The Parks & Recreation Department reserves the right to require police officers at any given event. If police officers are required, a copy of a receipt stating that police have been hired by the applicant from the East Hartford Police Department must be received by this department at least 2 weeks prior to the event. All applicable fees pertaining to the hiring of police officers will be the responsibility of the applicant.
21. Contract/Application must be made out in 1 name only. That person must be the first to arrive and the last to leave and is totally responsible for your event.

## **Cancellations**

In order to book your event, rental payment, security deposit, a completed contract, proper identification and any insurance requirements must be received. In the event of cancellation by the applicant, \$10.00 of the deposit is withheld for processing fee. If the event is cancelled within 4 weeks of the scheduled date, 50% of the payment will be forfeited. If the event is cancelled within 2 weeks of the scheduled date, the entire payment is forfeited.

## **Third Party Use and Rental of** **Town of East Hartford Facilities—Liability Insurance Requirements**

Thank you for your interest in using/renting a Town of East Hartford facility. Proof of liability insurance is required at the time you make your reservation.

### **For the Community Cultural Center Auditorium:**

A 1 million dollar per occurrence liability policy must be in force for all profit and non profit groups. You must submit a certificate of insurance, evidencing coverage of this liability insurance, at the time of application. The insurance policy must be endorsed to name the Town of East Hartford, its officials, employees and volunteers as additional insureds. If there will be alcohol at your event, liquor liability insurance must be added to your liability coverage.

### **For the Community Cultural Center Meeting Rooms:**

A 1 million dollar per occurrence liability policy must be in force for all profit and non profit groups. You must submit a certificate of insurance, evidencing coverage of this liability insurance, at the time of application. The insurance policy must be endorsed to name the Town of East Hartford, its officials, employees and volunteers as additional insureds. If you are an individual, you will need to have \$100,000 of liability insurance in force through a homeowner or renter liability policy. A copy of the declaration page must be submitted at the time of application. If you do not have liability insurance, you will have a \$150 increase in the deposit fee.

### **What if I don't have insurance?**

If you are an individual who does not have any type of liability insurance, you have the opportunity to purchase a one day insurance. Through our insurer, CIRMA, we are able to offer you the opportunity to purchase a TULIP (tenant user liability insurance program) policy for your event. Coverage limits are offered for 1 million dollars of liability insurance and cost is based on the exposure such as number of people, type of event etc.

Call (860)291-7160 to schedule your event.

East Hartford Parks & Recreation  
50 Chapman Place, Lower Level  
East Hartford, CT 06108

Phone (860)291-7160    Fax(860)282-8239  
[www.easthartfordct.gov](http://www.easthartfordct.gov)

# COMMUNITY CULTURAL CENTER CONTRACT

*This application is to be considered a bill—due and payable upon receipt*

Contract must filled out in its entirety. If Renter provides false information, deposit will be forfeited. Complete this contract and return it along with payment for full rental amount as well as the security deposit and insurance requirement to the Parks & Recreation, 50 Chapman Place, Box 1, East Hartford, CT 06108. Upon receiving this application, we will review to make certain that it is complete and that the activity is appropriate for the facility. You have no right to utilize the facility until receipt of a reservation confirmation.

Below are the hours and room(s) being requested. You , the applicant, are responsible for the amount of money so stated and if there are errors, they must be brought to our attention. Otherwise, amounts stated (for rental, police officer(s) and/or security deposit/ cleaning charges) must be paid in accordance with the rules of this contract.

Applicant/Organization: \_\_\_\_\_ Date of Birth (must be at least 21) \_\_\_\_\_  
*If a corporation, limited liability company or partnership, use complete legal name*

Address: \_\_\_\_\_ Phone Day \_\_\_\_\_ Cell \_\_\_\_\_

Person responsible for activity: \_\_\_\_\_ Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Days/Dates to be used: \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_

Explain what facility will be used for (meeting, shower, etc) \_\_\_\_\_

# of persons to attend \_\_\_\_\_ Will food be catered? \_\_\_\_NO \_\_\_\_YES If so, *health permit and insurance must be provided.*

If a performance, please indicate type of performance, entertainers involved, use of equipment, etc \_\_\_\_\_

Facilities Requested (please check those that apply):

\_\_\_\_ Gymnasium    \_\_\_\_ Auditorium    \_\_\_\_ Room 3    \_\_\_\_ Room 11    \_\_\_\_ Room 12  
\_\_\_\_ Room 101    \_\_\_\_ Room 103    \_\_\_\_ Room 104    \_\_\_\_ Room 107

Equipment Requested (please check those that apply):

Requests for equipment will be honored based on availability and a deposit may be required.

\_\_\_\_ Microphone (audit. Only)    \_\_\_\_ Podium    \_\_\_\_ Screen    \_\_\_\_ TV/DVD Player  
\_\_\_\_ Tables    \_\_\_\_ Chairs    COMMENTS \_\_\_\_\_

I have read and understand the "Reservation and Building Use Policies". It is understood that use of the facility by the applicant is subject to any or all of the conditions listed on the form titled "Reservations and Building Use Policies." The Parks & Recreation Department reserve the right to make necessary changes due to demand of space requirements and the right to cancel your reservation should the facility requested become unavailable for any reason. Groups are responsible for room set up. Rooms must be returned to original condition.

It is hereby agreed and understood that if this application is granted, the undersigned applicant will assume responsibility for the preservation of order in the facility rented and the building in which the facility is located and the liability for any damage or loss property or person that may occur (including but not limited to any loss, damage to or destruction of the facility and personal injury including death), and the due observance of all regulations of the Parks & Recreation Department and all police, fire and Town of East Hartford laws, regulations and ordinances which govern the use of the facility. The signer of this contract must present at the function at all times (from setup through cleanup). Please note: No one will be allowed to enter the facility until the contract holder listed here is present and shows proper photo identification to Parks & Recreation Department staff.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PARKS & RECREATION REPRESENTATIVE \_\_\_\_\_

DATE \_\_\_\_\_

*The date previously mentioned above in this contract is clear and approval is granted.*

**OFFICE  
USE  
ONLY**

Approved: \_\_\_\_\_

Entered in RecTrac by: \_\_\_\_\_

Refund Made Date \_\_\_\_\_

\_\_\_\_ Fee waiver requested and received. No refund due.

Refundable Deposit \$ \_\_\_\_\_

Base Rental Fee \$ \_\_\_\_\_

Additional Fees \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_